



City of Salem Special Exception or Use Not Provided For Application

1. Pre-application Meeting (optional) - Meetings with the Community Development Staff are recommended prior to submittal of a Special Exception/Use Not Provided For Permit application. Please bring a plat to the meeting with a sketch of your proposal.
2. Application Submittal - The application deadline is the first of the month for inclusion on the following month's agenda. If the first falls on a weekend or holiday, the application deadline will be the following business day.
3. Please note incomplete applications will not be accepted.
4. The application fee is due at time of submittal.
5. PLEASE NOTE: As per 106-524.1(A) of the City of Salem Zoning Ordinance no application shall be accepted for a lot or parcel that does not comply with the minimum lot area, width, or frontage requirements of the zoning district or applicable use and design standards. A variance from the Board of Zoning Appeals must be obtained prior to the submission of a Special Exception/Use Not Provided For application.
6. Application Distribution for City Review - Complete applications may be routed to City departments for review.
7. Staff/Applicant Meeting - The staff may contact the applicant to schedule a meeting to discuss comments provided by review agencies, to request additional information or plan revisions.
8. **Planning Commission** - Revised conceptual plans must be submitted prior to the Planning Commission meeting. Conceptual plans may be revised in accordance with Staff's recommendations, and revisions incorporating the staff's recommendations must be submitted prior to the Planning Commission meeting.
9. A staff report and recommendation are included in the Planning Commission packet.
10. The Planning Commission meets on the 1st Wednesday after the 1st City Council meeting of the month. Following a public hearing on the Special Exception/Use Not Provided For Permit request, the Planning Commission may recommend approval, approval with conditions, denial, or deferral of the application.
11. **City Council** - A staff report containing the recommendation of the Planning Commission and Staff is sent to the City Council prior to the meeting.
12. The Clerk of Council's Office will contact the applicant with the date and time the request will appear on City Council's agenda.

13. Following a public hearing on the case, the City Council may vote to approve, deny, defer the application to another meeting, or remand the application back to the Planning Commission for further consideration.

For ALL REQUESTS you must submit the following:

1. **You must complete all application questions.** If the applicant is not the property owner, then a signed letter from the property owner must be uploaded.
2. **A plat of the subject property**, which accurately reflects the current property boundaries, is drawn to scale, and shows existing structures. (May be available from the Circuit Court Office.)
3. **Any and all plans and elevations.** Please note: Elevations will be required with any new non-residential development.
4. **Supplementary information** to support the request (such as conceptual plans and building elevations). Please note, elevation drawings will be required with any new non-residential development.

IMPORTANT INFORMATION

1. It is the policy of the City of Salem City Council, the City of Salem Planning Commission, and City of Salem Board of Zoning Appeals to require a property to be posted when a zoning action is being considered. Such a posting notifies the general public of an impending action and the location being considered.
2. It is incumbent on you, the applicant, to ensure the sign is in the proper location and remains there until an action has taken place. Consequently, the procedure for posting is as follows:
 - a. The Community Development Staff will post the sign on your property.
 - b. You should check the location of the sign to make certain it is in the right place on your property. If it is not, notify the Community Development Office as soon as possible.
 - c. You should check periodically to ensure the safety of the sign. If it is stolen or otherwise harmed, notify the Community Development Office as soon as possible.
3. In submitting this Special Exception/Use Not Provided For Permit application, you hereby grant permission to the agents and employees of the City of Salem to enter the referenced property for the purposes of processing and reviewing the above application.